



TOWN OF NORTH ANDOVER

FINANCE COMMITTEE

Meeting Minutes

Meeting Date: 23 March 2010

Meeting Location: Town Hall, First Floor
Conference Room

Meeting Called to order: 6:40 PM

I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO	X	Carlos Bielicki-CB	
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan LeBovidge-AL		Herb Cunha-HC, Minutes	X

Non FinCom Members in Attendance

(Lyne Savage, LS-Town Accountant	Donna Delaney, DD-Sr Ctr Outr. Coord
Paul Gallagher, PG-Police Lt. Inspector	Susan Sawyer, SS-Health Director
Richard Boettcher, RichB-Police Finance	Edward Mitchell, EM-Vet Svcs
William Martineau, WM-Fire Chief	Mary Rose Quinn, MRQ-Library Director
Andrew Melnikas, AM-Fire Dep Chief	James Mealey, JM-School Finance
Christopher Hottel, CH-Supt Schools	
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Note: All FINCOM votes are subject to change upon receipt of new information.

I. Previous Minutes Approved

DATE: N/A

III. New Business

AGENDA ITEM: A. Budget Review-Police

Discussion

- PG: Indicated that new Police Dept facility has some unknown costs for electricity and utilities. A police grant of \$117k will not be provided.
- MR: Asked if it would be prudent to increase officer count versus providing over time payments.
- RichB: Indicated that additional officers were requested but were not approved.
- PG: Spending for 4 cruisers is being paced because of unknown expenses in the new Police station.
- RichB: With the new building and cost increases see an impossibility to fulfill their needs. Ammunition is more expensive, officers must conduct trained firings twice per year. Police Department is on the verge to be Police Accredited, requires high

AGENDA ITEM: **A. Budget Review-Police, continued**

Discussion:

- RichB: level of accountability, process has been going on for two years. Minor discrepancies have been found but fact that new building is in process
Accreditation is expected to be granted otherwise would fail.
- Matter of Quinn Bill was not addressed, considered to be an issue between the Town and the Police Union.
- RichB: Given an **action item** to reconcile \$75,730 salary FT, budget #5111.
- MR: Suggested that when viewing new police positions, view the over time costs to signify savings.
- JS: Asked about NEMLEC, police are still a member, get local support when needed.
- RichB: Cost for NEMLEC is \$4375, budget pg 85, that includes radio communications.
- MR: Raised matter about deficit for police.
- LS: Is a collectable, police details, budget has a receivable line.
- Discussion continued on OT versus additional staff, \$35k, projected \$54k, Town Manager \$45k and what's driving this. More officers appearances, now have a liaison officer, 1 officer is at court everyday that is paid minimum 4 hours, after the 4 then paid for 8 hours. Also petty cash is needed. Training is being done in-house, coordinates with Andover to reduce cost, each officer receives training twice a year. Equipment has to be purchased, special training cut from \$24k to \$13k.
- PB: Mentioned salary items and also \$75k for OT and that MRees said he would show all like OT in one area.
- LS: She will provide details for salary roll-up.

AGENDA ITEM: **B. Budget Review-Fire**

Discussion:

- WM: He indicated that contract services increased for 2011. Medical transport/advance life support=revenues are \$90k, turns out to be a wash. All EMTs are basic EMTs not paramedics. Special cuts of \$56,206 for extended and short term sick pay manning. Has a 12 man minimum from his staff of 13. A cut of \$14,000 for 7 stipends involves vehicle maintenance/safety inspection/chemicals/ambulance supplies/public education. He can subcontract some but not vehicle maintenance. OT at \$87,465, can do special maintenance and safety checks. Four hours OT for vehicle maintenance is \$6778.
- MR: With lots of OT, he asked if this can be reduced if he hired more members.
- WM: He stated that possibly it could work. About regionalization-Town managers do not agree. There is an opportunity for regional dispatching. County government was abolished because of so many variables among the different towns.

AGENDA ITEM: C. Budget Review-Library

- Discussion:
- MRQ: Originally \$84k, 5%/10%, four part time positions. There is an increased work load helping with resumes and unemployment payments. She spoke of 11.8 FTE's and there duties. Circulation is up by 6.3%.
 - MR: He indicated that CPA funds were used in the past.
 - MRQ: She mentioned that roof repairs, sidewalk repairs, railing for CPA. Some workers do 7 day stretch due to 37 hours plus 3 hours on Sunday. State aid cut 36% this year, \$23k. They coordinate with local unemployment career centers.

AGENDA ITEM: D. Budget Review-Health and Human Services

- Discussion:
- DD: She spoke of what would happen to services at the Senior Center if budget reduced by 5%/\$12k or 10%/\$24k, on \$242,459. They serve 5000 citizens, have 5 FTE, serve 70-80 meals per day, and have over 300 volunteers. Any cuts would impact staffing. Now people are working extra hours at no charge. They wish to get \$11k
 - EM: His \$160k for Veteran Services will deplete by April 1 and needs \$32k. He asked for \$200k for FY2011. State reimburses 75%, for example grave flags. There is a one year lapse. If an individual is unemployed then they can't get veterans benefits. Benefits given are for medical and financial needs. He stated that \$259k is acceptable to him.
 - SS: She discussed financials for Health Services. There is no OT and no salary increases. Budget want from \$198k to \$192k. There are 3.8 people on staff. They deal with septic issues and that the Town is 1/3 on septic systems. Also get involved with noise, trash, beaver issues, inoculations, conservation, public health and bio-terrorism. Desires to get a PT environmentalist to deal with trash.
 - A Youth Services report from R. Gorman, was given to FINCOM.

AGENDA ITEM: E. Warrant Article write-ups

- Discussion:
- MR: Warrant article write-ups are due 25 March 2010.

AGENDA ITEM: F. New Business-School impact update

Discussion: -CH: He presented a list of his priorities of items to be restored if possible. FY10 a 16% cut and FY11 12-14% cut if no additional funds.
 -LS: Stated that MRees indicated that State cut would be 4%, thus providing an extra \$788,331.
 -CH: \$387k would be given to School Department. He mentioned that High School has been accredited. PTO's provide about \$200k. Teachers provide about \$100k of their own money. Current contract expired 1 July 2009.

III. Old Business/Non-Agenda Items

NON-AGENDA ITEM: F. School impact update

V. Adjournment

Motion: RB	Yes Unanimous
Seconded: BW	Time: 10:22 PM

IV. Next Meetings

Thursday, 25 Mar 2010 Town Hall, 6:30 PM

ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Send out financial assumptions model, update with actuals, 2009 model	MR	19 Nov	C
2	Contact Art. and Wellesley for their financial models	MR	19 Nov	
3	Check on website for financial forecasting documents	PB	19 Nov	
4	Contact M. Rees to invite Andover Facility Manager to come to North Andover	MR	19 Nov	C
5	Email Rick Nardella, BOS, about vacant Bradstreet School for planned action	MR	19 Nov	C
6	Revise forecast and CIP in analysis	MR/TD	7 Jan	C
7	Bring binder with budget for BW to review	MR	7 Jan	C
8	Convert minutes and Agenda to PDF format and sent to Peter for posting.	MR/HC	11 Jan	HC to format-C
9	Email a request to Matthew Killen and Sch Comm. to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project.	MR	4 Feb	
10	Provide a format for a position list, with columns such as FTE levels, salaries, etc. He will send to MR and MRees. Entries can then be made.	TD	25 Feb	
11	Prepare schedules for CIP Articles/voting A/R and Department visitations to FINCOM.	MR	18 Feb	
12	Schedule a Warrant Article on contracts for a vote.	MR	18 Feb	
13	Send email to MRees and Bruce about possible directing lower cost for Waverly Road project.	MR	25 Feb	
14	Add description column on Master Articles List which are boiler plate articles and will assign Articles to FINCOM members.	MR	9 Mar	